

Setting Passwords In Kurzweil

To insure test security

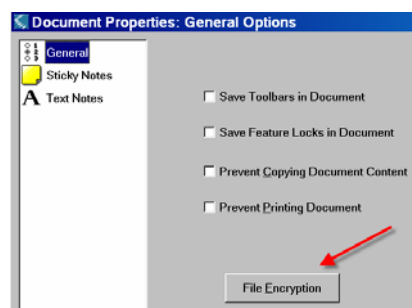
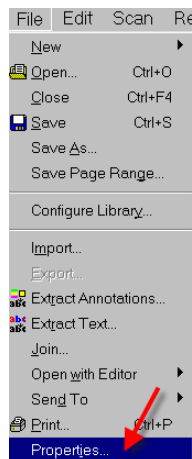
When giving summative evaluations such as an grade-level, end-of-unit assessments, it may be necessary to set a password to insure test security.

Create a password log

1. Establish a password log using a department notebook. This log should describe the document, list the password and the staff person who created the test and set the encryption.
2. Develop a password key code. For example, the password can consist of numbers, or numbers plus letters.
 - a. The first number can represent the grade level
 - b. The second letter or number can represent the academic subject
 - c. The next number(s) can represent the curriculum unit number
 - d. Then a consecutive set of numbers to represent the specific document
 For example: 6S320001 (Grade 6, Science, unit 3.2, #0001)

Encryption: Setting the password

1. Create an assessment document, or scan an assessment document.
2. The document must be saved as a KESI File Format (*.KES) in order to set a document password.
3. Save it with a title such as “Grade 6 Science Unit 3.2 test with password.”
4. Open this document in Kurzweil.
5. On the menu bar, select File > Properties > General > File encryptions



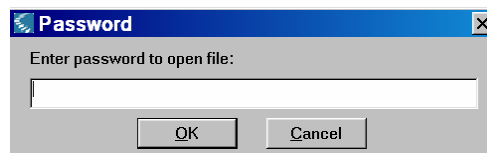
6. Enter, then re-enter a password. Click OK. (Passwords are case sensitive and cannot be recovered if you forget them.)



7. Save the assessment file.

Opening the test document with the assigned password.

1. Open Kurzweil.
2. Select "Open" and browse to the password protected test document.
3. Kurzweil will prompt you to type in the password. It may be prudent to let only staff type in the assigned password.
4. Click OK. The test document will then open.



Storing password protected test documents in MCPS

1. On the day of the test, send the password protected test document to the "Student Shared" folder (where the students typically go to access instructional materials.)
2. Go to the Applications folder and click on Kurzweil.
3. Once Kurzweil has launched, click on File > Open
4. Use the drop down menu to browse to the Student Shared folder
5. Click on the folder where the document is stored. You may want to have a specific folder that is labeled "Accommodation materials" where you store documents that can be used only by eligible students (those students with text reader accommodations).
6. Select the password protected test document. Enter the password to open the test document. Again, it may be prudent to let only staff type in the assigned password.

Thanks to Ridgeview Middle School staff who helped develop the password log and outlined the process for accessing test files.